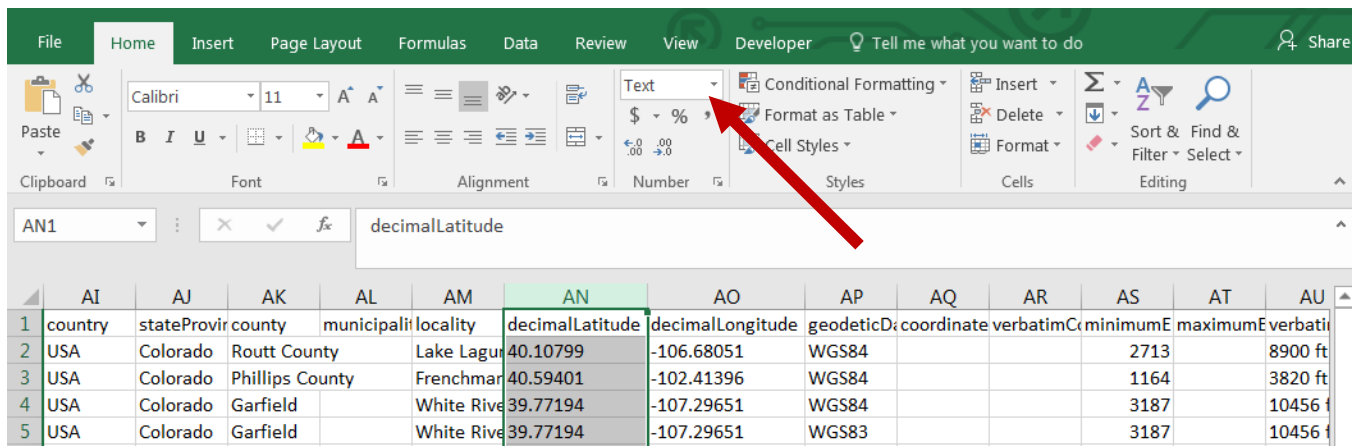


# KHD Creating and Printing Specimen Labels

## Step 1: Check the Data

- Open the .csv data file containing the applicable data
- Check the following columns:
  - If they are **not** blank, consult with the Head Curator about how to include the information on the label
    - identificationReferences
    - identificationRemarks
    - taxonRemarks
    - identificationQualifier
    - typeStatus
- Look at the values under “ScientificNameAuthorship.” If there are any glaring typos (such as special characters, like a percent sign) it is likely because the name had an accent or umlaut on SEINet. Refer to the record on SEINet to correct the name
- Select the column “decimalLatitude” and change the formatting to *Text*. (On the *Home* tab select *Text* from the dropdown within the *Number* section.)



- Select the column “decimalLongitude” and change the formatting to *Text*
- Save & close the data spreadsheet

## Step 2: Create and Format the Label

- Open “[TEMPLATE\\_Labels.docx](#)” in [Q:\Research\All\\_Herbaria\KHD\LABELS&TEMPLATE](#). Select “Yes” for “Opening this document will run the following SQL command...”
- Once the template is open save the document in the appropriate subfolder within [Q:\Research\All\\_Herbaria\KHD\LABELS&TEMPLATE](#) as **CollectorFirstInitialLastName\_YYYYMMDD\_LabelProjectName\_MailMerge**. The first three elements of the file name should match the data filename. The date should be the date the data was pulled.
- Go the Mailings tab.
  - Select “Select Recipients” then “Use an Existing List”
  - When the file explorer opens, find and select the data
  - Select “OK” under “Confirm Data Source”
  - If the data document is a .csv, it will prompt the user to “Select text separator”. Select “Comma”. It may ask you this twice, and select “Comma” both times

- If the template layout needs to be modified to accommodate additional details (such as fields listed in Check Data section), consult with the Research Coordinator. This is when any changes would be made.
- If the collecting event is associated with a specific **project**, or if it is uncertain if there is an associated project, consult with the Head Curator on how to include this information
- If the layout doesn't need to be modified, select "Finish & Merge" then "Edit Individual Documents."
  - Select "All" when the dialog box asks about "Merge Records"
- Save this new document, in the same folder at the other documents, as **CollectorFirstInitialLastName\_YYYYMMDD\_LabelProjectName\_Labels**. The first three elements of the file name should match the data filename. The date should be the date the data was pulled.

### Step 3: Identify and Correct Errors

- Conduct a "Find and Replace" within the entire document
- Consult the table below to search for and replace errors that commonly occur

Common Errors and their Corrections			
Find what	Find what (explained)	Replace with	Replace with (explained)
..	<b>two periods</b>	.	<b>one period</b> *you may want to do this one twice, once at the start of the editing process and once at the end, just in case
	<b>two space</b>		<b>one space</b> *you may want to do this one twice, once at the start of the editing process and once at the end, just in case
..	<b>period-space-period</b>	.	<b>period-space</b>
Det:	<b>unbolded "Det:"</b>	Det:	<b>bolded "Det:"</b> (ctrl + b while selecting the "Det:" in the Replace With box or selecting the "More>>" button)
With	<b>italicized "With"</b> (starts the associated species field)	With	<b>unitalicized "With"</b> (make sure it's capitalized) (in the Find field, hit Ctrl + I; in the Replace field hit Ctrl + I <i>twice</i> or select the "More>>" button)

Find and Replace

Find Replace Go To

Find what: ..

Replace with: .

More >> Replace Replace All Find Next Cancel

Find and Replace

Find Replace Go To

Find what: With

Format: Font: Italic

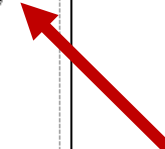
Replace with: With

Format: Font: Not Italic

More >> Replace Replace All Find Next Cancel

- Be sure to check that the negative sign, “-”, before the GPS coordinate isn’t on a different line from the coordinate. If it is, manually put an “enter” before the negative sign to ensure it’s on the same line as the coordinate.

<b>COLORADO, USA</b>	
<i>Ligusticum porteri</i> Coult. & Rose	Apiaceae
<b>GARFIELD:</b> White River National Forest, Deep Lake Campground, Forest Road 6003G, E of Deep Lake, approx. 16 air miles N or Glenwood Springs.; 39.77194 -107.29651. 39.77194, - 107.29651, WGS83. Ca. 3187m elevation. Spruce/fir subalpine forest. <i>With Picea engelmannii; Ribes; Potentilla; grasses.</i>	
Scattered. Robust perennial with white flowers.	
<b>2015 July 2</b>	<b>Janet L. Wingate, 10410B</b> John F. Gay
Kathryn Kalmbach Herbarium ( <u>KHD</u> ), Denver Botanic Gardens	



- Double check that **scientific names are italicized**. Sometimes, a species name will be included in a field that isn’t automatically italicized in the mail merge—scan the labels carefully.
- Scan **all** the labels. As mistakes are found, it’s best to do a Find & Replace (if possible) every time in case the same mistake is repeated throughout.
- Save the document to keep all corrections and changes

#### Step 4: Print Labels

- **If this is your first time making cultivated or wild-collected labels, email them to the Head Curator for review before printing.**
- **Labels are printed on Acid Free paper. Ask the Research Coordinator if you need assistance.**